CMS Net

Application Status

This guideline is for training
and internal use only.

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Application Status

From Patient Registration Branch Menu

After you register a new referral, you will have the option to select Application Status from the Patient Registration Branch Menu CMSOM-20 **or** via the Event Tracking option (refer to the Edit Application status section of the manual).

```
CMS Net                PATIENT REGISTRATION BRANCH MENU            CMSOM-20

Pt Nm: XXXXXXXXX1XXXXXXXXX2XXXXXXX3XXXXXX4      CS#: 9999999  CIN: 99999999X 9
1) Gender: X  DOB: 99/99/9999    Lgl Co: XXXXXXXXX1    REG=XXXXXXXXXX  MED=X
F/R=X



                    (?) Application Status
                    ( ) Insurance/Other Coverage
                    ( ) MEDS Inquiry
                    ( ) Narrative for Patient Registration
                    ( ) Mail Message for Patient Registration
                    ( ) Print Face Sheet

                    ( ) Identify Different Patient
                    ( ) Current Patient Registration
                    ( ) Registration Main Menu
```

Step	Action
1	Use your <Up/Down Arrow> to highlight 'Application Status'
2	Press <Enter>.

✔ The Application Status screen (CMSAS-10) will display.

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Application Status, Continued

Application Status CMSAS-10

The numbers indicated on the screen layout, below, allow for easy reference on the following data element table. Please note that the required fields are in **bold.**

```
 CMS Net                     Application Status                    CMSAS-10
_____
 Pt Nm: XXXXXXXXX1XXXXXXXXX2XXXXXX3XXXXXXXXX4  CCS#: 9999999  CIN: 99999999X 9
 Gender: X   DOB: 99/99/9999   Lgl Co: XXXXXXXX1   REG=XXXXXXXXXX MED=X     F/R=X
_____

 1)Application Status: XXXXXXXXXXXXXXXXXXX        2) Application Type: XXXXX
 3)Date Signed Appl Recvd: 99/99/9999
 4)Reason No Action: XXXXXXXXXXXXXXXXXXXXXXXX


_____
 Application Cycle:
 5)Status:               6)Ltr Name: 7)Dt Printed: 8)Corresp # 9)Nxt Ltr Due
  XXXXXXXXXXXXXXXXXXXX       XXXXXXX    99/99/9999   9999-9999    99/99/9999




_____
 10)Comment:
 XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
 XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
 XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

 11)Last Update By: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX      12) Date: 99/99/9999
```

Application Status, Continued

Data Entry Fields

The following table identifies and defines the fields for data entry on the Application Status screen, CMSAS-10.

➡ Press the <Down Arrow> to move from field to field.

Field	Name	Description
1	Application Status	Required Select from Pick List, Choose from: 1st Letter Sent; 2nd Letter Sent; Final Notice/No App Rec'vd; No Action; or Signed App
2	Application Type	Required Choose from: • CCS – All clients except HF, MEDI-CAL and MTU listed below. • HF – Client is referred by Healthy Families (HF) or currently covered by HF • MEDI-CAL – Client is Medi-Cal full-scope, no-share-of-cost • MTU – Referral is for Medical Therapy Program only ➡ **IMPORTANT:** Once you generate the 1st application letter and select an Application Type, the 2nd and Final Notice will generate the same Application Type.
3	Date Signed Application Received	Required Entered MM/DD/YYYY or "=" for today's date.
4	Reason No Action	Required Free text field that populates to automatic narrative.
5	Status:	Display Only Indicates application status history, will display 1st Letter, 2nd Letter of Final Notice/No App Recvd

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Application Status, Continued

Data Entry Fields (continued)

Field	Name	Description
6	Ltr Name:	Display Only Indicates application letter history, will display (i.e. C-36A)
7	Dt Printed:	Display Only Displays the date that the letter was generated
8	Corresp #	Display Only Displays the unique correspondence number for the letter generated.
9	Nxt Ltr Due:	Display Only Displays the tickler date of the application letter
10	Comment:	Optional Type in free text. These comments only display on the Application Status screen.
11	Last Update By	Display Only Displays name of user that last updated the screen.
12	Date:	Display Only Displays the date that the user last updated the screen.

Application Status, Continued

**To Exit this
Screen**

To exit the Application Status screen (CMSAS-10), follow the step below:

Step	Action
1	Press the Action Menu key. ✔The following prompt will appear.

```
   Select One:
 ( ) Save
 ( ) Cancel

 _____
  [Quit]
```

**Application
Status Letter
Generation**

✔ After selecting "SAVE" from the action menu, the following prompts
display:

```
THIS LETTER IS PRINTED BY THE SYSTEM
Letter sent to 'MR AND MRS PRIMARY ADDRESSEE'

SEND CARBON COPY TO: ?
Enter 'F' for Family,
      'V' for Vendor,
      'M' for Managed Care Provider
      'R' for Regional Office,
      'C' for County Office,
      'L' for Local Office,
      'O' for Other of
     <CR> if NO more COPIES to be sent

SEND CARBON COPY TO:
```

Complete one of the following;

Step	Action
1	Press <Enter> to skip, **OR** Type a **?** for a list **OR** Enter/select appropriate Addressee at the prompt.
2	Press <Enter>.

➡ You have the option to enter several addressees for carbon copies to be sent to or press <Enter> to skip.

Print Letter   After pressing <Enter>, the following prompt appears:

```
LETTER # 14110 GENERATED BY SYSTEM IN ENGLISH
PRINT NOW? NO//
```

Print Application □ Letter □   To print an Application Letter, see the CMS Intro section of this manual:

Enter Comments   After pressing <Enter>, the following prompt appears:

```
THIS MAIL IS TRACKED AS CORRESPONDENCE

  COMMENTS:
```

Step	Action
1	Type in comments about the Application for DISPLAY EVENTS and press <Enter>. **OR** Press <Enter> to skip.

✔ After your letter is generated, the Application Branch Menu CMSOM-30, below, will display:

```
CMS Net               APPLICATION STATUS BRANCH MENU            CMSOM-31
_____

Pt Nm: XXXXXXXXX1XXXXX2XXXXXXXXX3XXXXXXXXX4  CCS#: 9999999  CIN: 99999999X 9
Gender: X   DOB: 99/99/9999  Lgl Co: XXXXXXXXX1  REG=XXXXXXXXXX MED=X    F/R=X


                   (?) Narrative for Application Status

                   ( ) Mail Message for Application Status

                   ( ) Return to Patient Registration Branch Menu
```

Branching Options

Application Branch Menu CMSOM-30 allows you to:

1) Create an automatic narrative regarding Application Status

2) Generate a mail message regarding Application Status

3) Return to Patient Registration Branch Menu to continue processing the referral.

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NOTES

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Edit Application Status

Edit Application Status

A patient's Application Status may be updated by selecting Primary Option, Event Tracking, Application Status, **or** from the Registration Branch Menu, **or** from branching from the Authorize Request function.

Steps to Access Application Status

Step	Action
1	Type **"EV"** for *Event Tracking* in upper case.
2	Press <Enter>.
3	Type **"AP"** for *Application Status* in upper case.
4	Press <Enter>.

✔ The Application Status screen (CMSAS-10) will display.

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Patient Identification

After pressing <Enter>, the following appears:

```
CMSNET              PATIENT IDENTIFICATION FOR:           CMSPI-10
                    APPLICATION STATUS


 Enter one of the following identifiers:


 CCS Number:


 Pt Name:   WRONG,KID APPLICATION


 Birthdate:                    Gender:


 Client Index Number:


```

For instructions on selecting the correct patient, see the Patient ID section of this manual.

Edit Application Status (Letter Generation)	After selecting application status, the Application Status Screen CMSAS-10 displays:

```
CMS Net                    Application Status                   CMSAS-10

Pt Nm: XXXXXXXXX1XXXXXX2XXXXXXXXX3XXXXXXXXX4   CCS#: 9999999  CIN: 99999999X 9
Gender: X  DOB: 99/99/9999  Lgl Co: XXXXXXXX1  REG=XXXXXXXXXX MED=X    F/R=X

Application Status: 1ST LETTER SENT            Application Type: CCS
Date Signed Appl Recvd:
Reason No Action:

_____
Application Cycle:
Status:                     Ltr Name:  Dt Printed:  Corresp #   Nxt Ltr Due:
1ST LETTER SENT             C-36       03/31/2000   336-2000    04/20/2000



_____
Comment: THESE ARE MY COMMENTS


Last Update By: MCCARLEY,TRACI                        Date: 03/31/2000
```

✔ The system displays the current Application Status. The historical status' in the current cycle display in the Application Status Cycle fields.

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Edit Application Status, Continued

To establish a different status, follow the steps below:

Step	Action
1	Press your Help key to display a Pick List of available choices from the Application Status field.
2	Select the appropriate Application Status. i.e. 2nd Letter, Signed App or No Action
3	Press <Enter>.

To Exit this Screen

To exit the Application Status screen (CMSAS-10), follow the step below:

Step	Action
1	Press the Action Menu key.
	✔The following prompt will appear.

```
   Select One:
 ( ) Save
 ( ) Cancel
 ( ) Go Back One Status
 ( ) Re-issue Letter
_____
 [Quit]
```

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Definitions to Application Status Action Menu	**Save:** Saves the Application Status entry and generates any letters necessary. **Cancel:** Cancels the updated information you entered and exits the Application Status Screen CMSAS-10. **Go Back One Letter:** Returns the patient to the previous Application Status, and cancels an Application Letter. **Reissue Letter:** Cancels the current letter and generates a replacement letter of the same Application type. **Quit**: Returns to the Application Status CMSAS-10 screen.

Application Status Letter Generation	Based on the selection made regarding Application Status, one of the following options will be available: 1) If you selected "Signed App", refer to page 8 of Edit Application Status. 2) If you selected "No Action", refer to page 9 of Edit Application Status. 3) If you selected "2nd Letter Sent" or "Final Notice/No App Rec'vd", the prompt below will display:

2ⁿᵈ Letter Sent or Final Notice/No ☐ App Rec'vd Display ☐ The prompt below will display.

```
THIS LETTER IS PRINTED BY THE SYSTEM
Letter sent to 'MR AND MRS PRIMARY ADDRESSEE'

SEND CARBON COPY TO: ?
Enter 'F' for Family,
   'V' for Vendor,
   'M' for Managed Care Provider
   'R' for Regional Office,
   'C' for County Office,
   'L' for Local Office,
   'O' for Other of
   <CR> if NO more COPIES to be sent

SEND CARBON COPY TO:
```

Send Carbon Copy to You have the option to send carbon copies or press <Enter> to bypass.

Step	Action
1	Type **?** to display list of options.
2	Enter who *Carbon Copy* letter sent to.
3	Press <Enter>.

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Edit Application Status, Continued

Print Letter   After pressing <Enter>, the following prompt appears:

```
LETTER # 14109 GENERATED BY SYSTEM IN ENGLISH
PRINT NOW? NO//
```

For instructions on printing an Application Letter, see "Print Letters" in the CMS Intro section of this manual.

Enter Comments   After pressing <Enter>, the following prompt appears:

```
THIS MAIL IS TRACKED AS CORRESPONDENCE

 COMMENTS:
```

Step	Action
1	Type in comments about the Application for DISPLAY EVENTS and press <Enter> **OR** Press <Enter> to skip.

Signed Application

If you select "Signed App" for the Application Status , follow the steps below:

Step	Action
1	The cursor will move to the "*Date Signed App Recvd*" field. Type in the date that the application was received in your office. The format is MM/DD/YYYY. **Note:** You may also type the equal sign "=" for today's date.
2	Press the Action Menu key.
3	<Up arrow> to Save or type "S" and <Enter> to save the Application Status screen.

Application Status Branch Menu □

After pressing <Enter>, the appropriate Application Status Branch Menu displays.

➡ The patient's Application Status has successfully been edited.

No Action

If you select "No Action" for the Application Status (stop the current Application Status Cycle), follow the steps below:

Step	Action
1	The cursor will move to the *"Reason No Action"* field. Type in the reason that you are stopping the current Application Status Cycle.
2	Press the Action Menu key.
3	Press the <Up Arrow> key to Save, **or** Type "S" and press <Enter> to save the Application Status screen.

Application Status Branch Menu □

After pressing <Enter>, the appropriate Application Status Branch Menu displays.

➡ The patient's Application Status has successfully been edited.

Edit Application Status, Continued

**Application
Status
Branching
Options**

Depending where you entered the Application Status function, you the system will display the appropriate Application Branch Menu CMSOM-30, 31 or 31. The Application Status Branch menu allows you to:

1) Create an automatic narrative regarding Application Status

2) Generate a mail message regarding Application Status

3) Return to where you originally entered application status, i.e. Patient Registration Branch Menu, Event Tracking Option or Enter/Authorize Request.

```
CMS TEST              APPLICATION STATUS BRANCH MENU              CMSOM-32

Pt Nm: XXXXXXXX1XXXXX2XXXXXXXXX3XXXXXXXXX4   CCS#: 9999999   CIN: 99999999X 9
Gender: X   DOB: 99/99/9999   Lgl Co: XXXXXXXX1   REG=XXXXXXXXX MED=X    F/R=X




                (?) Narrative for Application Status
                ( ) Mail Message for Application Status
                ( ) Return to Patient Registration Branch Menu; or
                ( )Return to Event Tracking Menu; or
                ( )Return to Enter/Authorize Request


```

➡ The patient's Application Status has successfully been edited.

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NOTES

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